



ENTRY LEVEL

Career Opportunity Bulletin

INVENTORY & PROPERTY ASSOCIATE I

Code: 653000

Pay Grade: 11 (\$11.78- 16.50/hr.)

Open for Recruitment: June 14, 2013 - *Until Canceled*

JOB DESCRIPTION

This entry level position is responsible for inventory operations of a warehouse and/or stockroom. As an employee in this position you will be responsible for receiving, storing, and distributing a large and varied stock of store items and maintaining inventory control records. In addition, this position may perform light maintenance work including hanging picture-boards, creating signage, making small repairs on chairs, tables, etc., and snow shoveling.

Typical Duties

- Verifies inventory for conformance to prescribed specifications, and accept or reject accordingly.
- Tests and evaluates sample inventory, as requested.
- Packages and distributes inventory.
- Oversees and maintains computerized and/or manual inventory control system.
- Types routine business documents as form letters, memos, vouchers, and summaries from final draft.
- Writes requisitions, purchase orders, and/or contract lease forms.
- Answers factual inquiries and assist with routine requests.
- Recommends new or modified storage methods.
- May lead the work and provide guidance to co-workers on a project or intermittent basis.

MINIMUM REQUIREMENTS

In order to qualify, you must have training, education, or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of inventory and property management principles to perform complex work in conducting inventory operations for a warehouse or stockroom; and 2) the ability to use independent judgment in handling exceptions to established work assignments, priorities, and schedules.

Value of State-paid Dental Insurance: \$13.69 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State's share of Employee's Retirement: 11.54% of pay.

- Public Service
- Career Diversity
- Over 10,000 Employees
- Statewide Locations
- Benefits
- Retirement
- Paid Holidays
- Training
- Career Path
- Promotional Opportunities
- Part Time
- Full Time
- Seasonal Jobs

HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.